

Health & Safety Record/Document Management Requirements

(05/14/06)

OHSAS 18001 – Line Organization Files					
	Topic / Series Title	Record Description	Foremost Address	BNL Site Specific File Plan DOE Retention DOE Retention	Responsible Party
1.	Occupational Health & Safety (OHSAS 18001) Management System Description (Manual)	The written OSH program of an organization. CONTROLLED DOCUMENT	A\ADM\1000-15-37	ADM-16.1.1 Permanent	http://www.bnl.gov/es/shsd/OHSAS/PDF/SORD_Manual.pdf
2.	Occupational Health & Safety (OHSAS 18001) Management Plans	Annual list of targets & objectives and performance indicators for the improvement of the OSH program of an organization. CONTROLLED DOCUMENT	A\ADM\1000-17-06	ADM-16.1.2 - Cut off at the end of each fiscal year. Destroy 5 years after cutoff.	http://www.bnl.gov/es/shsd/OHSAS/PDF/SORD_Manual.pdf
3.	OSH 18001 Support and Risk Assessments Files	Records verifying organizational compliance with the OSH 18001 program. Central file for task lists and JRA/ FRA risk assessments CONTROLLED DOCUMENT	A\ADM\1000-17-16	ADM-16.1.2 - Cut off at the end of each fiscal year. Destroy 5 years after cutoff.	http://www.bnl.gov/PGA/Docs/OSH/JRA/PG_%20JRAs.htm
4.	OSH Management Reviews and OSH Records of Decision Documents	Documentation of presentations to senior management on the actions and status of the organizations OSH program.	A\ADM\1000-17-16	ADM-16.1.2 - Cut off at the end of each fiscal year. Destroy 5 years after cutoff.	Line Organization Replace this entry with the File Owner and Location
5.	OSH Internal Assessments/ Audits	Self Assessment Plan, Internal Assessment Results of an organization.	A\ADM\1000-20-03	ADM-22.1.A.2 Destroy after 10 years	Line Organization Replace this entry with the File Owner and Location
6.	WOSH Committee Records	Agenda, minutes, attendance, presentations, etc.) for the Safety & Health committee with worker representation of an organization.	A\ADM\1000-15-21	ADM-16.8.B.1 3 years	PG Safety Coordinator
7.	Training for OHSAS18001 at the organization level	Records for environmental safety & health training such as manuals, syllabuses, and other training aids; description of course content; examination documentation, attendance rosters; documentation of required performance, & lesson plans.	A\ADM\1000-01-22	ADM-1.29.2.A.2 - Transfer to a federal records center after last session. Destroy 75 years after transfer.	BTMS
8.	Local Emergency Planning documents	Contains Local Emergency Response Plan generated for each building at BNL. It may contain the original plan, procedures for an emergency situation, locations of emergency shut offs, building floor plans, in/out door assembly areas and evacuation zone. CONTROLLED DOCUMENT	A\ADM\1000-17-23	ADM-18.27 - Destroy 3 years after issuance of a new plan or directive.	http://www.bnl.gov/PGA/Docs/LEP.pdf
9.	Emergency Contingency Plans	Plans posted at the 90-day areas. Consists of the emergency response plans, which identify environmental and safety hazards at a facility and surrounding areas. The plan lists phone location, name of contact, and diagram of pertinent area. CONTROLLED DOCUMENT	B\ENV\2000-01-02	ENV-1.B.1 - destroy 3 years after issuance of a new plan	Line Organization Replace this entry with the File Owner and Location
10.	Tier 1 Facility Safety Inspections	Records of routine safety inspections.	A\ADM\1000-17-37.	ADM-18.9 - Cut off at the end of the fiscal year. Destroy 75 years after discontinuation of the facility.	PG Safety Coordinator PA Safety Coordinator
11.	Safety Assessment Documents & Safety Analysis Reports	Documentation of safety analysis reports relating to facilities. Records relating to health, safety & environmental issues. Records should include related DOE Safety Evaluation Report. CONTROLLED DOCUMENT	B\ENV\2000-01-04	ENV-1.B.4.B - Review annually. Cutoff when superseded, obsolete, or cancelled. Destroy 25 years after cutoff	Line Organization Replace this entry with the File Owner and Location

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12.	Work Planning and Control Documentation-(Work Permits)	Consists of work planning & control documentation. It includes the original, signed work permit, the job tracking log & the control procedures.	A\ADM\1000-17-28	ADM-18.37 - Destroy 75 years after the date of the permit.	PG Work Control Manager
13.	Occurrence Reports that are OSH related	Reports documenting specific occurrences in the organization, which violate or pose a threat to safety. These files are for Investigative incidents and Critiques not maintained in the DOE Occurrence Reporting System.	A\ADM\1000-17-10	ADM-18.11.1.B - EPI - Cut off at the end of the fiscal year in which the case was closed. Destroy 15 years after cutoff.	Line Organization Replace this entry with the File Owner and Location
14.	R2A2	This series consists of the signed record copy of position descriptions that include information on title, series, grade, duties, and responsibilities and related information for each employee of BNLK.	A\ADM\1000-01-2	ADM-1.7.B Destroy 75 years after position is abolished or description is superseded.	CEGPA Administrator